



State of California  
Department of Food and Agriculture  
Safe Animal Feed Education Program

## Personnel and Supervision

*Human hygiene can be a source of animal food contamination.\**

### Personnel Hygiene

#### Objective:

To train and educate employees about the importance of good hygienic practices as well as the food safety hazards that can be associated with a lack of good hygiene.

#### Person Responsible:

All Employees

#### Procedure:

##### *Personal Hygiene*

All employees must arrive at work in appropriate and clean attire.

Upon arrival:

Hands must be washed with soap and warm water; utilizing the proper hand washing facilities.

Jewelry that could pose a risk of carrying microbes or that could fall into animal food, equipment, or processing material must be removed.

All employee belongings, including food, must be stored in a designated area that is separate from all animal food material and ingredients.

In the event that an employee is ill he or she must inform the plant manager or designated supervisor to determine their likelihood of contaminating animal food or food contact surfaces.

Any injuries (cuts, splinters, etc.) should be shown to plant manager before beginning work and then covered with a bright in color, waterproof band aid to limit its exposure to the animal food.



State of California  
Department of Food and Agriculture  
Safe Animal Feed Education Program

## Personnel and Supervision

In the event that an injury or illness is too severe, employees must not be allowed to work or only be allowed to perform duties, in which they will not come into contact with animal food or food contact surfaces.

### *Training*

All employees must be able to properly identify employee hygiene failure, unsafe manufacturing conditions, or a possible feed/food contamination situation. Employees should be trained to notify a supervisor immediately.

### Frequency:

Daily

### Corrective Action:

If any employee does not comply with the above procedures, a corrective action will document that he or she has completed re-training in personal hygiene.

### Related Documents:

Bio-Security

*\*AAFCO Feed Industry HACCP Auditor Manual*